

VOICE MAIL SYSTEM QUICK CHANGE REQUEST

Voice Mail Administrators: Trish Souder 496-8497, Bonney Adams 435-9919 Sue Nutter 594-9427

Date: _____ **Your Request will be processed within 2 working days.**

Contact Name : _____ Contact Telephone #: _____

Contact Fax Number : _____ ORGANIZATION *: _____ BAC** _____

Six (6) types of transactions are allowed with this request. You may change or modify up to 5 mail boxes per request form. Enter the type of change and the data required for each transaction. When the form is completed, fax it to the **Voice Mail Administrator at: 435-9907**. Please be sure to fill in the contact fax number, so that we can fax information back if necessary.

No menu changes will be considered on this form. Menu changes **must** go through your Administrative Officer (AO) or the Telecommunications Office (CALL 5-HELP)

Type 2: **Change number of rings before transfer to voice mail**: Enter change type 2, mailbox number, name and ring cycle from 1 to 6.

Type 3: **Reset password**: Enter change type 3, mailbox number and name. We will reset the password to the 5-digit mailbox number.

Type 4: **Add mailbox to line**: Enter change type 4, mailbox number (last 5-digits of phone number) name and attendant number (if applicable).

Type 6: **Delete Mailbox**: Enter change type 6, mailbox number and name.

Type 7: **Change attendant number** ("zero" out number): Enter change type 7, mailbox number, name and new attendant number.

Type 8: **Move mailbox**: Enter change type 8, mailbox number, name, new mailbox number and attendant number (if applicable).

Change Type	Mailbox Number	Name	New Mailbox Number	Ring Cycle	Attendant Number	Organization*	BAC**

Organization * = Enter Agency, Institute, Center or Bureau (i.e., NCI, FDA, CBER)

BAC** = Billing Agency Code

Comments _____

Voice Mail Administrator Use Only:

Date Received _____ Date Completed: _____ User Notified: _____ Completed By: _____

P:\DNST FORMS\Administrative Forms\Voice Mail Quick Change Form

<http://forms.cit.nih.gov/adobe/procurement/VMQWKCHG.PDF>

4/9/2001